

**ADRC BOARD/COMMISSION ON AGING MINUTES
AUGUST 12, 2019**

THE FOLLOWING MINUTES HAVE NOT YET BEEN APPROVED BY THE COMMITTEE TO WHICH THEY PERTAIN

PRESENT: *Katie Callen, Colleen Kasper, Mark Roherty, Ginger Ayres, Jeanne Peterson, Ross Rintelman, Kay-Ella Dee and Kari Dombrowski*

ABSENT: *Kathy Geracie, Arthur Laubenstein, James Kasum, Cheri Farnsworth*

OTHERS PRESENT: *Laurie Susen, ADRC Account Clerk, Sarah Prohuska, ADRC Dementia Care Specialist, Brittany Roeglin, ADRC I& A Specialist*

CALL TO ORDER: *Chairperson, Ms. Callen called the meeting to order at 9:01 a.m.*

ASSURANCE THAT THE MEETING HAS BEEN PROPERLY NOTICED: *Ms. Susen indicated that the meeting had been properly noticed.*

ADOPTION OF AGENDA: *On a motion by Ms. Ayres and a second by Ms. Peterson, the agenda was adopted.*

PUBLIC COMMENTS:

Ms. Ayres announced that she would be moving and gave her formal resignation from the board.

Ms. Callen thanked Ms. Ginger Ayres for her many years of service as an employee of the ADRC and as a member of the ADRC Board.

APPROVAL OF MINUTES: *With a motion by Mr. Roherty and a 2nd by Ms. Peterson, the minutes from the meeting on July 8, 2019 were approved with no corrections.*

❖ ADRC DISCUSSION ITEMS

- Introduce new ADRC team members – Sarah Prohuska – Dementia Care Specialist and Brittany Roeglin – Information and Assistance Specialist
 - *Ms. Dee introduced Ms. Prohuska and Ms. Roeglin and provided a brief summary of their relevant work experience.*
- ADRC Board nominees/candidates
 - *Ms. Dee asked board members about potential candidates for the two future vacancies on the board. Ms. Dee mentioned that County Administrator, Jason Dzwinel, submitted a press release to the local newspapers announcing the openings and inviting interested candidates to apply. Interested candidates may contact Ms. Dee for additional information.*
- Chairperson selection process
 - *Ms. Dee and Ms. Callen reviewed the process for the selection of a new Chairperson. It was determined that Chairperson selection will occur at the Board's October meeting to include new board members in the process. At the October meeting, Vice Chairman Mr. Roherty, will request nominations, followed by a vote. The new Chairperson will then lead the remainder of the meeting.*
- Ozaukee County Commission on Aging By-Laws
 - *Ms. Dee inquired about current ADRC Board By-Laws. Ms. Dee will contact the state for information and guidance on current By-Laws and amendments. Ms. Callen requested that a copy*

of the current By-Laws be sent to the current board members. A Sub-Committee will be set up to review and return to the board for discussion and approval.

- ADRC Newsletter
 - *Ms. Dee reviewed the current budget and frequency of the Facts For Life newsletter. Ms. Dee presented information about the option of using Liturgical Publishing Inc. (LPI) to print the newsletter at no cost. Ads are used to cover the printing expense. Discussed importance of remaining unbiased, limiting ads, and including a disclaimer in the newsletter. Ms. Peterson suggested using volunteers through Mel's Charities to label or tab newsletters if needed. Discussed dissemination of newsletter through social media and email. Ms. Ayres expressed that we should still mail newsletter to qualifying community members. Ms. Dee will continue research of options and update board members.*
- Location of next Board meeting
 - *Rangeline School Building – Mequon 11040 N. Range Line Road, 10:30 a.m. Lunch will follow.*

❖ **ACTION ITEMS: - Alzheimer's Association Affiliation Agreement**

- *Ms. Dee stated that the ADRC has independently set up local Memory Cafés and Monarch Library Memory Cafés. The Alzheimer's Association is now requesting that the ADRC sign their Affiliation Agreement. Ms. Dee and Ms. Prohuska reviewed the pros and cons of signing the Affiliation Agreement. It was noted by Ms. Dee that the ADRC has not signed the agreement in the past.*
 - *On a motion by Mr. Roherty and a 2nd by Colleen Kasper –Not to sign Alzheimer's Association Affiliation Agreement at this time. Vote: 6 Yes 0 No*

❖ **REPORTS:**

Developmental Disabilities Representative Report:

- Ms. Peterson reported: *Nothing to report.*
- Mr. Rintelman reported: *MACC Fund softball game this last weekend. Mel's Charities is one of the benefactor of the Concert in the Burg, August 24, 2019. Special Olympics took 3rd place in a softball tournament in Waukesha.*

Aging Program

- Ms. Dombrowski reported:
 - *Senior Picnic- Ms. Dombrowski asked board members if they were interested in helping with the Senior Dining Picnic to let her know.*
 - *Sip & Swipe- Ozaukee County was one of the first to pilot the Sip & Swipe program. Since 2016, 61 participants have been coached and graduated from the program. There is currently a waiting list for this program.*
 - *Health promotion workshops- Stepping On, Powerful Tools for Caregivers, Powerful Tools for Caregivers of Children with Special Needs, Living Well with Diabetes and Living Well with Chronic pain are the current evidence-based health promotion workshops the ADRC offers.*
 - *Ms. Dombrowski passed out the Congregate and Home Delivered meal reports.*

ADRC:

- Ms. Dee reported:
 - *Music and Memory program and Alzheimer's Walk - Ms. Prohuska shared that the Music and Memory program is an evidence-based program where the participant gets an iPod with preloaded music they enjoy. She shared client stories of how listening to music positively*

impacted the diagnosed individuals. The ADRC is looking for donations of iPods and iPod Shuffles with chargers and adapters. Ms. Callen asked Ms. Prohuska to draft a letter to Apple regarding the iPod and Shuffle for the board to review and sign.

- Information & Assistance Specialists Call Report- *Report was handed out for the first half of the year.*
- Updates on ADRC Board suggestions from last meeting- *Calendar of events for August and September were distributed to board members. Ms. Dee is working with staff on issues related to ADRC's Facebook page and postings. Ms. Dee completed an interview with News Graphic and is still waiting to hear from the editor of the Ozaukee Press. The editor was out of the office on vacation.*

Department Financial Report:

- *Ms. Dee reported the budget is on target.*
- *Ms. Dombrowski reported the budget is on target.*

OTHER BUSINESS: *None*

Action Item(s) for October Meeting

- Select new Board Chairperson, effective 10/14/2019

Topics for Next Meeting

- New Board members
- Orientation for new Board members
- Frequency of Board meetings
- Case Study (Kari Dombrowski)
- I & A Case Study
- Review and sign Apple Letter

ADJOURNMENT: *On a motion by Ms. Ayres and a second by Mr. Rintelman, the meeting was adjourned at 11:06 a.m.*

Respectfully submitted,

Laurie Susen, ADRC Account Clerk
ADRC of Ozaukee County